



IMCOM Business Improvement — Lean Six Sigma Awareness Training Registration Instructions

GENERAL INFORMATION

The Installation Management Command (IMCOM) Lean Six Sigma (LSS) Awareness Training available through the Army Learning Management System (ALMS) is linked through the Army Training (ATRRS) system to ensure that course completion is reported to the student's personnel records.

Begin Here

1. Access the training at the IMCOM LSS Business Improvement-Lean Six Sigma (BI-LSS) Web site at: **<https://www.us.army.mil/suite/page/281441>**.

The screenshot shows the AKO website interface. At the top, there's a navigation bar with links like Home, My Workspace, Site Map, My Favorites, Quick Links, and Self Service. Below this, the main content area is titled "Lean Six Sigma Awareness Training". A red oval highlights the link "ACCESS REGISTRATION HERE" with the text "Registration Link" pointing to it. Below the link, there's a section titled "Companion Guide" and a "Feedback" section. The bottom of the page features a "Brigadier General John A. Macdonald, Deputy Commanding General, Installation Management Command" section.

2. In the section titled Lean Six Sigma Awareness Training, click on the link that says "**Access Registration Here,**" which will take you to a page entitled "**ATRRS Self-Development Center.**"

3. Under "**Quick Course Search**" in the left hand column, please type "**IMCOM**" in the Title box and click search. The "IMCOM Lean Six Sigma Awareness Training" will display. Click on the blue class number, **001**, to submit your application.

4. On the **Login** screen, select the **AKO** option and enter your AKO ID and Password. After entering this information, you will be directed to the "**ATRRS Training Application**" site.



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5. Enter all blank fields on the application form. *Please note, the email you enter will be used to send you the training link.* Click the **Submit Application** button. The program will prompt you if you have not entered all required information.

9. Once you have submitted successfully, a page will appear notifying you that your reservation is processing. Within **24 hours** (typically less than an hour later), you will receive a link to the training **via email** (the address you entered on the application).

10. Click on the link provided in the email (<https://www.lms.army.mil/DLS>) and enter your AKO user ID and password when prompted.

11. On the ALMS Home Page, click on the **Registrations** option on the left side menu. Next, under Content on the right side, click on the **human icon** to launch the course. A new window will appear. Click on **Lean Six Sigma Awareness Training** to begin the course.

TIPS

- With a strong internet connection, the training should take about 2-2.5 hours. Try to schedule time to take the training in one sitting.
- There is no certificate at the conclusion of the training. This feature has been removed in the online training because the information is read directly to the ATRRS training files. To check that the course reads as completed: in ALMS, click on the Transcripts link underneath Registrations and your LSS course should show "Successful" under Status.

QUESTIONS

If any problems should occur while you are logging into or taking your Awareness Training, please contact Mark Sparlin at mark.sparlin@hqda.army.mil or ima-lss@hqda.army.mil.



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Army Learning Management System (LMS) Internet Settings

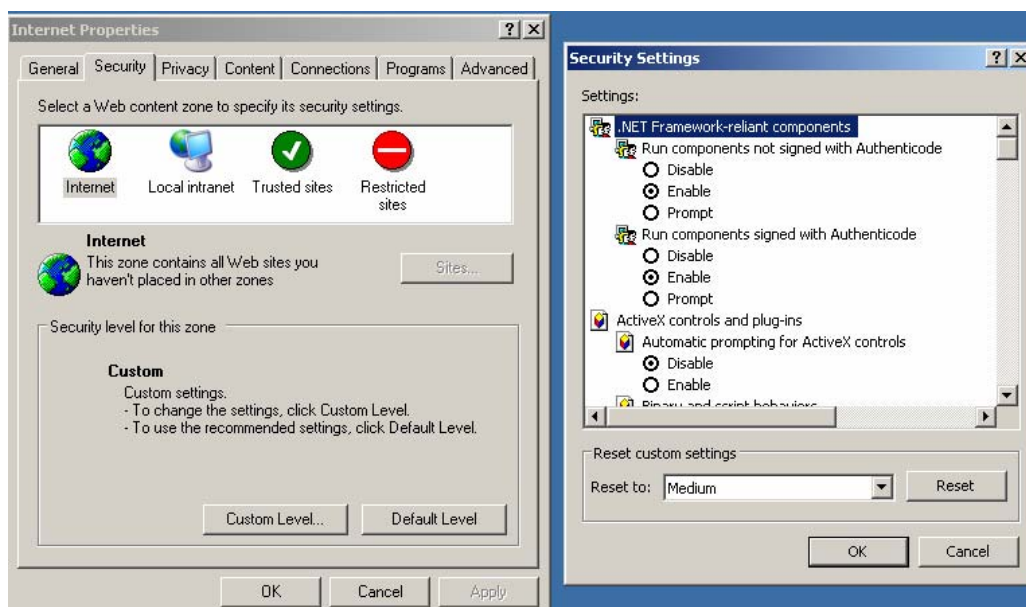
DLS Help Desk Toll Free: 1-877-251-0730 Hours: 24/7

System requirements to use the LMS include web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection, CPU - Pentium II / III or equivalent, 233 or higher MHz speed, sound card - Sound Blaster compatible audio card, minimum screen resolution - 800 x 600 pixels, and an AKO account. Users should temporarily disable any pop-up blocking software in use. System performance will vary depending on quality and speed of network connection.

Step: 1 - Enable Active X controls in Internet Explorer

On the desktop **Right click** on the Internet Explorer icon and select **Properties**. Then select the **Security** tab and the **Custom Level** button. When the Security Settings window opens scroll down to **Active X** controls and plug-ins and make sure the settings are as below.

- Download signed Active X controls – Enabled
- Download unsigned Active X controls – Disabled
- Initialize and Script Active X controls not marked as safe - Disabled
- Run Active X controls and plug-ins – Enabled
- Script Active X controls marked safe for scripting – Enabled



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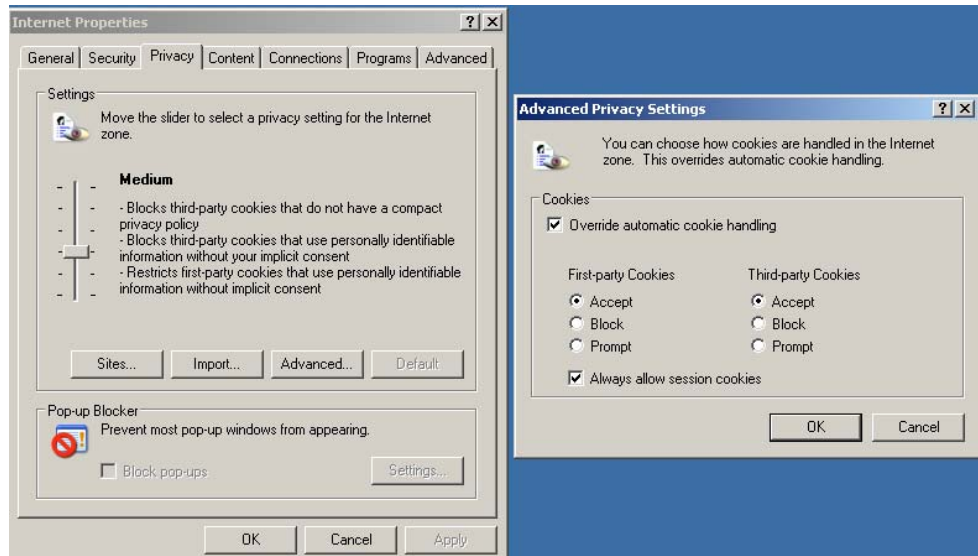
Then scroll to **Scripting** and make sure the settings are as below. Then click **“OK”**.

- Active Scripting – Enabled
- Allow paste operations via script - Enabled
- Scripting of Java Applets – Enabled

Now click the **Privacy Tab** and then on the **Advanced** button.

Check the box for **“Override automatic cookie handling”**, and check the box for **“Always allow session cookies”**.

Click **“OK”** for the Advanced window and **“OK”** for the Internet Properties window.



NOTE: If you have changed your Internet Explorer Properties, please restart your computer to ensure the changes are made.

Step: 2 - Windows Security Alert Notification

If you are accessing the LMS from other than a DLS Digital Training Facility (DTF), you may experience this Security Alert window. You have the option of just clicking yes until it disappears, or downloading the DoD Certificate which prevents the Security Alert from appearing.



To download the DOD Certificates, please go to <https://www.conus-tnosc.army.mil/>. On the menu, select PKI then Accepting DOD Certificates. Select the link labeled InstallRoot V2.0. Click the link for installroot.exe and save the file to your desktop. After the file has completely downloaded, go to your desktop and double click on the InstallRoot_v2 program icon to install the DOD certificates.

